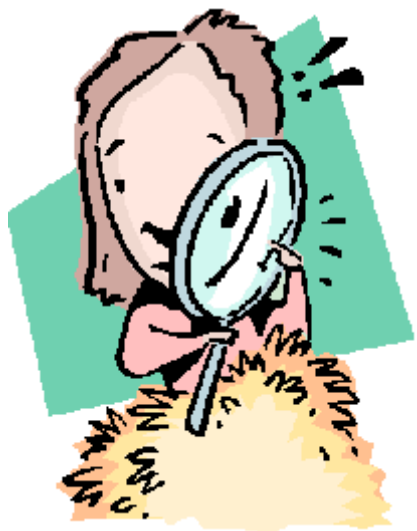




NOAA CAMS INTEGRATED TRAVEL MANAGER DISPATCH

08/01/03



Have you been searching for an Accounting Code in the Master Accounting Codes list and just can't find it?... Did you know that the system can do the hunting for you?

The Master Accounting Codes list contains hundreds of accounting codes. Trying to find the right one in a list this large would be like trying to find a needle in a haystack. The good news is that Travel Manager provides two features that can help you find an accounting code in the system, FIND and RETRIEVE. Both features can be accessed from the Accounting Codes window.

Before I explain how these features work, let me describe how the system determines which accounting codes are displayed in the Master Accounting Codes list. Each traveler is assigned an Organization in the Traveler Information Table. Every accounting code in the Master Accounting Code list is also assigned an Organization. This Organization is used to segment the tables into smaller more user friendly portions.



When selecting an accounting code on a document, the system only displays those accounting codes within the traveler's Organization. Likewise, when creating and saving a new accounting code, it would be stored to same organization as the traveler.

This can be troublesome, especially for invitational travelers since they may be assigned to a different Organization.



The Find Feature

The Find feature allows you to search for an accounting code in the traveler's Organization by using all or the first few positions of the Label. Just click on the Find button to open the Find Accounting Code window and type the label in the Label field then click OK.

This feature will assist with finding codes within the travelers assigned Organization. However, if you want to search the entire Master Accounting Code list you need to use...

The Retrieve Feature

The Retrieve feature allows you to search for an accounting code in the Master Accounting Code table across all Organizations. Just click on the Retrieve button to open the Retrieve Accounting Code window and type the entire label name in the Label field and then press Tab. A list of all Organizations that have a label precisely matching the one entered will appear in the results window. Highlight the appropriate Organization and click Retrieve.



FINANCE OFFICES:		
Washington Metro. Area:	CAMS Travel Manager Help Desk NOAA Travel Office	301-427-1009 301-444-2155 or 301-444-2136
Kansas City, MO	CASC	816-426-5965
Norfolk, VA	EASC	757-441-6574
Boulder, CO	MASC	303-497-5307
Seattle, WA	WASC	206-526-4435